

GREGORY A. BUNCH

713 HARDWICKE DR • KNOXVILLE, TN 37923 • [p] 865.406.2890 • [e] gregbunch@gmail.com

WORK EXPERIENCE

SENIOR PROJECT MANAGER, *NSA August 2003 – November 2005*

341 Trane Dr. Knoxville, TN 37919 • 865.588.1558

[RESPONSIBILITIES]

Manage signage survey projects of National scope whose requirements include, but are not limited to:

Client Interaction

- Single Point of Contact
- Schedule Creation
- Schedule Management
- Reporting
- Billing
- Deliverable
- Follow-Up

Field Representatives

- Single Point of Contact
- Scheduling & Coordination
- Region Assignment
- Materials Disbursement
- Scope-of Work
- Contract Production
- Invoice Processing

Internal Production

- Team Training
- Production Scheduling
- Receivables Processing
- Deliverable QC
- Budget
- Review

[CLIENTS]

- Monigle Associates
- Jones Lang LaSalle
- Philadelphia Sign Co.
- Image Point, Inc.
- Chase Manhattan
- Citizens Bank

- Nissan
- John Deere
- BP
- CVS
- Michelin
- UPS

- USPS
- Hertz
- KIA
- Cardtronics
- Cingular
- Nextel

[ACHIEVEMENTS]

- Created Field Service Representative (FSR) manual.
- Redesigned and standardized field data collection forms.
- Produced standardized project tracking methodology.
- Implemented internal process time tracking and job analysis used for internal efficiency analysis and project estimation.
- Streamlined production of client deliverable through creation of Adobe Acrobat form fill documents.
- Conducted computer and software audit to ensure company software license compliance and facilitate company wide computer hardware and software upgrade.

GRAPHIC ARTIST, *NSA August 2002 – August 2003.*

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[RESPONSIBILITIES]

Production of scaled Illustrator renderings of signage, building elevations and site plans. Photo retouching to represent signage recommendations realistically. Building of client deliverable including data obtained from field, scaled renderings and retouched photographs.

ART DIRECTOR, *Computational Systems Inc., July 1996-July 1997.*

835 Innovation Drive, Knoxville TN 37932 • 865.675.2400

[RESPONSIBILITIES]

Design of marketing and sales material including annual report, product brochures, ads, manuals and videos. Coordination and management of printing vendors and oversight of final print production.

GRAPHIC DESIGNER, *Plasti-Line, Inc. (Imagepoint), July 1994 - June 1996.*

445 S. Gay Street Suite 100, Knoxville, TN 37902 • 865.251.1511

[RESPONSIBILITIES]

Design of signage and implementation of signage identity systems, as well as design of sales materials and product brochures specific to each client. Coordination and management of printing vendors and oversight of final print production. Production of scaled Illustrator renderings of signage, building elevations and site plans. Photo retouching to represent signage recommendations realistically. Building of client deliverable including data obtained from field, scaled renderings and retouched photographs.

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GRAPHIC DESIGNER, *Plasti-Line, Inc. (Imagepoint), July 1994 - June 1996. (con.)*

[CLIENTS]

- McDonald's
- Burger King
- Taco Bell
- KFC
- General Motors
- Suntrust Bank
- Midas
- IHOP
- Bob's Big Boy

DESIGNER / ILLUSTRATOR / WRITER, *Freelance 1989-present.*

PRODUCTION DESIGNER, *"Filmic Achievement," Norman Shandy Productions 2004.*

ASSISTANT DIRECTOR, *"Gina, An Actress, Age 29," Lovell Films, 2001.*

Winner of Jury Prize for Short Filmmaking at 2001 Sundance Film Festival.

PRODUCER, *"Pilgrim," NAFO, 2000.*

Production shot in Iceland for one week with one week of preproduction.

FIELD SERVICE REPRESENTATIVE (FSR), *NSA (MidSouth Signs, Inc.) November 1999 - June 2002.*

Performed data collection services including photo documentation of sites, production of site plan, and measuring and identifying of signage and way finding.

COMPUTER ADMINISTRATOR, *Columbia University SOA. April 2000 - April 2001.*

Maintained Macintosh computer systems and administration of server for the Administrative departments within the School of the Arts. Upgraded and maintained computers and implemented standardization of software and licenses.

OTHER

Worked on over 40 short films in differing capacities including Producer, Writer, Director, Assistant Director, Cinematographer, Production Designer, Gaffer, Electric, and Caterer. Have written three unproduced screenplays and two unproduced TV pilots with writer's bibles, Eagle Scout, Editor and Art Director of three different underground magazines. Director of "Gallery 1010" for two years,

COMPUTER SKILLS

Comfortable in both Windows and Mac environments. Software knowledge is extensive and includes the following programs:

- Microsoft Word
- Microsoft Excel
- Microsoft Access (Novice)
- Microsoft Outlook
- QuarkXpress
- Adobe Acrobat Professional
- Adobe Illustrator CS
- Adobe Photoshop CS
- Adobe In-Design
- Corel Draw
- AutoSketch
- ACDSee
- Multiple Internet Browsers & FTP Clients

EDUCATION

MFA in FILM, *Columbia University, New York, NY. 2002*

BFA GRAPHIC DESIGN / ILLUSTRATION, *University of Tennessee, Knoxville. 1991*